

# Please choose your component of service

## **Army**

Active/Cadet/Active Guard Reserve (AGR)

Reserve

National Guard

## **Civilian**

DoD Civilian Employee (includes Civilians employed by the Army, Navy, & Defense Agencies)

“Regular” Civilian (includes Civilians that are traveling in support of but **not employed** by the Department of Defense (i.e., Army, Navy, Air Force, Marines, & Defense Agencies))

## **Navy**

## **Other**



For this specific trip, are you able to file and/or have you ever filed all or any portion of this travel claim through Defense Travel System (DTS)?

- Yes
- No

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If any portion of your travel has already been reimbursed through DTS, you **should not** file a manual travel voucher.

Filing a manual travel voucher when also being paid in DTS for the same period of travel can result in overpayments, which will ultimately put you in **debt** to the United States.

If you have a DTS profile, then it is recommended that you check with your DTS administrator before filing a manual claim.

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# Unfortunately...

- DFAS Travel cannot pay your manual travel claim.
- You must file or continue to file your claim within DTS. Otherwise, if you submit a manual claim, your claim will be returned to you without payment.
- [Click here for DTS](#)

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# Which military branch cut your orders?

- Army
- Other

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Does this travel claim pertain to TDY orders which depart and return you to Iraq, Kuwait, or Afghanistan?

Yes

No

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Your travel claim type is a...

## **Kuwait Mission Travel Claim**

- Please send your Kuwait Mission Travel Claim to  
**DFAS-IN Travel Pay: Contingency Travel.**
  
- Email: [kumission@dfas.mil](mailto:kumission@dfas.mil)  
or
- **FTP Server:** Corp2

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# Unfortunately...

- DFAS Travel does not pay your type of travel.
- Please contact your servicing finance office for details about where to submit your travel claim. For additional questions, please consult your chain of command for proper filing procedures.

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Hmm...

- DFAS *might* process your travel claim.
- Please contact the DFAS Travel Pay Customer Service to determine where to submit your travel claim.
  - Toll free: 1-888-332-7366
  - DSN: 699-0300
  - Email: [DFAS-IN.Travel@dfas.mil](mailto:DFAS-IN.Travel@dfas.mil)

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For this specific trip, are you able to file and/or have you ever filed all or any portion of this travel claim through Defense Travel System (DTS)?

- Yes
- No

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- [Click here for DTS](#)

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# Please choose your type of travel

- TDY/TCS
- PCS
- I'm traveling as a result of a noncombatant evacuation

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Did one of the following issue your evacuation order?

Space and Naval Warfare Systems (SPAWAR)

Naval Undersea Warfare Center (NUWC-Newport and Keyport)

Naval Air Systems Command (NAVAIR)

Naval Sea Systems Command (NAVSEA)

- Yes
- No

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# Did one of the following issue your evacuation order?

Naval Air Warfare Center Weapons Division (NAWCWD)-China Lake

Naval Surface Warfare Center (NSWC)-Crane Division

Naval Reserve Officers Training Corp (NROTC)

- Yes
- No

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Your travel claim type is a...

## **Navy Noncombatant Evacuation Operations (NEO) Travel Claim**

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
  - **Fax Number:** 317-275-0150 or  
DSN: 510-366-0150
  - **Email:** [DFASINTravelColumbus@dfas.mil](mailto:DFASINTravelColumbus@dfas.mil)
  - **Mailing address:**

DFAS Travel Pay Services  
Attn: Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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Your travel claim type is a...

## **Navy Noncombatant Evacuation Operations (NEO) Travel Claim**

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
  - **Fax Number:** 317-275-0150 or  
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  - **Mailing address:**

DFAS Travel Pay Services  
Attn: Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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# Unfortunately...

- DFAS was unable to determine where to submit your Navy noncombatant evacuation operations travel order.
- Please submit your claim to your servicing finance office. If you have additional questions, please consult your chain of command.

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# Unfortunately...

- DFAS does not process Navy PCS claims
- Please submit your claim to your servicing finance office. If you have additional questions, please consult your chain of command.

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Your travel claim type is a...

## **Navy Travel Claim**

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
  - **Fax Number:** 317-275-0150 or  
DSN: 510-366-0150
  - **Email:** [DFASINTravelColumbus@dfas.mil](mailto:DFASINTravelColumbus@dfas.mil)
  - **Mailing address:**

DFAS Travel Pay Services  
Attn: Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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Your travel claim type is a...

## **Navy Travel Claim**

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Your travel claim type is a...

## **Navy Travel Claim**

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Indianapolis, IN 46249

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Your travel claim type is a...

## **Navy Travel Claim**

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Your travel claim type is a...

## **Navy Travel Claim**

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- **Email:** [DFASINTTravelColumbus@dfas.mil](mailto:DFASINTTravelColumbus@dfas.mil)
- **Mailing address:**

DFAS Travel Pay Services  
Attn: Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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Your travel claim type is a...

## **Navy Travel Claim**

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DSN: 510-366-0150
- **Email:** [DFASINTTravelColumbus@dfas.mil](mailto:DFASINTTravelColumbus@dfas.mil)
- **Mailing address:**

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Indianapolis, IN 46249

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Your travel claim type is a...

## **Navy Travel Claim**

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  - **Email:** [DFASINTravelColumbus@dfas.mil](mailto:DFASINTravelColumbus@dfas.mil)
  - **Mailing address:**  
DFAS Travel Pay Services  
Attn: Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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Does this travel claim pertain to TDY orders which depart and return you to Iraq, Kuwait, or Afghanistan?

Yes

No

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Your travel claim type is a...

## Kuwait Mission Travel Claim

- Please send your Kuwait Mission Travel Claim to  
**DFAS-IN: Travel Pay: Contingency Travel.**
  
- **Email:** [kumission@dfas.mil](mailto:kumission@dfas.mil)  
or
- **FTP Server:** Corp2

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# You are traveling in support of...

- Space and Naval Warfare Systems (SPAWAR)
- Naval Undersea Warfare Center (NUWC-Newport and Keyport)
- Naval Air Systems Command (NAVAIR)
- Naval Sea Systems Command (NAVSEA)
- Naval Air Warfare Center Weapons Division (NAWCWD)-China Lake
- Naval Surface Warfare Center (NSWC)-Crane Division
- Naval Reserve Officers Training Corp (NROTC)
- Other

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Your travel claim type is a...

## Kuwait Mission Travel Claim

- Please send your Kuwait Mission Travel Claim to  
**DFAS-IN Travel Pay: Contingency Travel.**
  
- Email: [kumission@dfas.mil](mailto:kumission@dfas.mil)  
or
- FTP Server: Corp2

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# Unfortunately...

- We cannot determine your type of travel.
- Please contact your unit to determine where to send your Navy Travel Claim.

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For this specific trip, are you able to file and/or have you ever filed all or any portion of this travel claim through Defense Travel System (DTS)?

- Yes
- No

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If any portion of your travel has already been reimbursed through DTS, you **should not** file a manual travel voucher.

Filing a manual travel voucher when also being paid in DTS for the same period of travel can result in overpayments, which will ultimately put you in **debt** to the United States.

If you have a DTS profile, then it is recommended that you check with your DTS administrator before filing a manual claim.

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# Unfortunately...

- DFAS Travel cannot pay your manual travel claim.
- You must file or continue to file your claim within DTS. Otherwise, if you submit a manual claim, your claim will be returned to you without payment.
- [Click here for DTS](#)

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# Please choose your type of travel

- Permanent Change of Station (PCS)/ Personally Procured Move (PPM)/ Do-It-Yourself Move (DITY)/ Retirement travel
- TDY/TCS
- I'm traveling because I was wounded in action or in support of a soldier that was wounded in action or killed in action

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Select one of the following types of PCS

- **PCS claim and advances**
- **Personally Procured Move (PPM)/ Do-It-Yourself Move (DITY)**
- **Retirement Claim**

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Your travel claim type is a...

## **MilPCS**

You will in-process with your local Defense Military Pay Office (DMPO). Your DMPO will send your Military PCS travel voucher to **DFAS-Rome Travel Pay: Mil PCS Travel** for processing. If you have questions, please contact your DMPO.

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Your travel claim type is a...

## **MilPCS PPM/DITY**

### **Claim**

All military **PPM/DITY** claims must go through the servicing Transportation Office for approval of weight allowance.

Then, submit to **DFAS-Rome Travel Pay: Mil PCS Travel** via fax or mail:

● **Fax number:** 317-275-0277 DSN: 510-366-0277

● **Mailing Address:**

DFAS-Rome  
Attn: Travel  
325 Brooks Road  
Rome, NY 13441

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Your travel claim type is a...

## **MilPCS Retirement Claim**

Please submit your Retirement Travel Claim to **DFAS-Rome Travel Pay: Mil PCS Travel** via fax or mail.

● **Fax number:** 317-275-0277 DSN: 510-366-0277

● **Mailing Address:**

DFAS-Rome  
Attn: Travel  
325 Brooks Road  
Rome, NY 13441

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Your travel claim type is a...

## **Casualty Travel Claim**

○ Please submit your Casualty claim to **DFAS- IN Travel Pay: Casualty Travel.**

○ **Fax Number:** 317-275-0138

DSN: 510-366-0138

○ **Email:** [DFAS-INTravelCasualty@dfas.mil](mailto:DFAS-INTravelCasualty@dfas.mil)

○ **Mailing address:**

DFAS Travel Pay Services

Attn: Casualty Travel

Dept 3700

8899 East 56<sup>th</sup> Street

Indianapolis, IN 46249

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# Are you a mobilized soldier?

This includes all members of the National Guard traveling in support of Operation Iraqi Freedom, Global War on Terror, Operation Enduring Freedom, Operation Noble Eagle, and/or Overseas Contingency Operation.

Yes

No

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# Unfortunately.

- DFAS Travel does not pay non-mobilized National Guard soldiers' TDY Travel.
- Please submit your claim through your unit chain of command and it will be submitted to the appropriate USPFO.
- For additional questions, please contact 1-877-ARNGPAY or email [ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL](mailto:ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL)

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# Are you traveling in support of another agency?

Check the accounting classification, if it starts with a “**97**”-click yes.

If traveling in support of the Army Materiel Command-click yes.

- Yes
- No

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Are you traveling in support of any of the following agencies?

**Defense Contract Management Agency**  
(DCMA),

**Defense Contract Audit Agency** (DCAA), or

**Defense Logistic Agency** (DLA)

- Yes
- No

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Army National Guard  No DTS  TDY/TCS  Mobilized  
KUMISSION  Agency  Not DCMA/DCAA/DLA

**Exit**

Are traveling in support of  
Army Materiel Command (AMC)?

- Yes
- No

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Army National Guard  No DTS  TDY/TCS  Mobilized   
Not KUMISSION  Agency  Not DCMA/DCAA/DLA  AMC

**Exit**

Your travel claim type is a...

# **Army Materiel Command Claim**

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: AMC Travel** for processing.
- **Fax Number:** 317-275-0333  
DSN 510-366-0333
- **Email:** [DRO-AMCTravel@dfas.mil](mailto:DRO-AMCTravel@dfas.mil)
- **Mailing Address:**  
DFAS-Rome  
Attn: Travel  
325 Brooks Road  
Rome, NY 13441

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Army National Guard □ No DTS □ TDY/TCS □ Mobilized □  
KUMISSION□ Agency□Not DCMA/DCAA/DLA□Not AMC

**Exit**

Your travel claim type is a...

## **Defense Agency Travel**

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: Defense Agency Travel** for processing.
- **Fax Number:** 317-275-0335  
DSN 510-366-0335
- **Email:** [DRO-DATravel@dfas.mil](mailto:DRO-DATravel@dfas.mil)
- **Mailing Address:**  
DFAS-Rome  
Attn: Travel  
325 Brooks Road  
Rome, NY 13441

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Your travel claim type is a...

## **Special Actions TDY**

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
- **Fax Number:** 317-275-0150  
DSN: 510-366-0150
- **Email:** [DFASINTravelColumbus@dfas.mil](mailto:DFASINTravelColumbus@dfas.mil)
- **Mailing address:**

DFAS Travel Pay Services  
Attn: Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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Does this travel claim pertain to TDY orders which depart and return you to Iraq, Kuwait, or Afghanistan?

Yes

No

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Your travel claim type is a...

## Kuwait Mission Travel Claim

- Please send your Kuwait Mission Travel Claim to  
**DFAS-IN Travel Pay: Contingency Travel.**
  
- Email: [kumission@dfas.mil](mailto:kumission@dfas.mil)  
or
- FTP Server: Corp2

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Army National Guard  No DTS  TDY/TCS  Mobilized   
KUMISSION  No Agency

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# Are you requesting an advance?

- Yes
- No

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Army National Guard  No DTS  TDY/TCS  Mobilized  
 KUMISSION  No Agency  Advance

**Exit**

Your travel claim type is a....

## **Contingency Advance**

- Please submit your Contingency Advance to **DFAS-IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0122  
DSN: 510-366-0122
- **Email:** [DFAS-INCTOAdvances@dfas.mil](mailto:DFAS-INCTOAdvances@dfas.mil)
- **Mailing address:**  
DFAS Travel Pay Services  
Attn: Dept 3900  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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Army National Guard □ No DTS □ TDY/TCS □ Mobilized □  
Not KUMISSION □ No Agency □ Not Advance

Your travel claim type is a....

## **Contingency Travel Claim**

- Please submit your Contingency Claim to **DFAS- IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0332  
DSN: 510-366-0332
- **Email:** [contingency\\_travel@dfas.mil](mailto:contingency_travel@dfas.mil)
- **Mailing Address:** DFAS Travel Pay Services  
Attn: Dept 3900  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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For this specific trip, are you able to file and/or have you ever filed all or any portion of this travel claim through Defense Travel System (DTS)?

- Yes
- No

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# Unfortunately...

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- [Click here for DTS](#)

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# Please choose your type of travel

- Permanent Change of Station (PCS)/ Personally Procured Move (PPM)/ Do-It-Yourself Move (DITY)/ Retirement travel
- Normal TDY and Deployments (this includes TCS travel)
- I'm traveling because I was wounded in action or in support of a soldier that was wounded in action or killed in action

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For this specific trip, are you able to file and/or have you ever filed all or any portion of this travel claim through Defense Travel System (DTS)?

- Yes
- No

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If any portion of your travel has already been reimbursed through DTS, you **should not** file a manual travel voucher.

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# Please choose your type of travel

- Permanent Change of Station (PCS)/ Personally Procured Move (PPM)/Do-It-Yourself Move (DITY)/Retirement travel
- TDY/TCS
- I'm traveling because I was wounded in action or in support of a soldier that was wounded in action or killed in action

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Your travel claim type is a...

## **Casualty Travel Claim**

- Please submit your Casualty claim to **DFAS-IN Travel Pay: Casualty Travel.**

- **Fax Number:** 317-275-0138

DSN: 510-366-0138

- **Email:** [DFAS-INTTravelCasualty@dfas.mil](mailto:DFAS-INTTravelCasualty@dfas.mil)

- **Mailing address:**

DFAS Travel Pay Services

Attn: Casualty Travel

Dept 3700

8899 East 56<sup>th</sup> Street

Indianapolis, IN 46249

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Select one of the following types of PCS

- **PCS claim and advances**
  
- **Personally Procured Move (PPM)/ Do-It-Yourself Move (DITY)**
  
- **Retirement Claim**

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Your travel claim type is a...

**MilPCS**

You will in-process with your local Defense Military Pay Office (DMPO). Your DMPO will send your Military PCS travel voucher to **DFAS-Rome Travel Pay: Mil PCS Travel** for processing. If you have questions, please contact your DMPO.

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Your travel claim type is a...

## **MilPCS PPM/DITY**

### **Claim**

All military PPM/DITY claims must go through the servicing Transportation Office for approval of weight allowance.

Then, submit to **DFAS-Rome Travel Pay: Mil PCS Travel** via fax or mail:

● **Fax number:** 317-275-0277 DSN: 510-366-0277

● **Mailing Address:**

DFAS-Rome  
Attn: Travel  
325 Brooks Road  
Rome, NY 13441

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Your travel claim type is a...

## **MilPCS Retirement Claim**

Please submit your Retirement Travel Claim to **DFAS-Rome Travel Pay: Mil PCS Travel** via fax or mail.

- **Fax number:** 317-275-0277 DSN: 510-366-0277
- **Mailing Address:**

DFAS-Rome  
Attn: Travel  
325 Brooks Road  
Rome, NY 13441

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Does this travel claim pertain to TDY orders which depart and return you to Iraq, Kuwait, or Afghanistan?

Yes

No

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Your travel claim type is a...

## **Active Kuwait Mission Travel Claim**

- Please send your Active Kuwait Mission Travel Claim to **DFAS-Rome Travel Pay: Active Travel Kuwait Mission Team.**
- Email: [DRO-KU-MISSION@DFAS.MIL](mailto:DRO-KU-MISSION@DFAS.MIL)

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# Are you traveling in support of another agency?

Check the accounting classification, if it starts with a “**97**”-click yes.

If traveling in support of the Army Materiel Command-click yes.

- Yes
- No

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**Are you traveling in support of any of the following agencies?**

**Defense Contract Management Agency  
(DCMA),**

**Defense Contract Audit Agency (DCAA), or  
Defense Logistic Agency (DLA)**

- Yes
- No

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Are traveling in support of  
Army Materiel Command (AMC)?

- Yes
- No

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Your travel claim type is a...

# Army Materiel Command Claim

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: AMC Travel** for processing.
- **Fax Number:** 317-275-0333  
DSN 510-366-0333
- **Email:** [DRO-AMCTravel@dfas.mil](mailto:DRO-AMCTravel@dfas.mil)
- **Mailing Address:**  
DFAS-Rome  
Attn: Travel  
325 Brooks Road  
Rome, NY 13441

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Active/Cadet/AGR ☐No DTS☐Normal TDY/Deployments☐  
KUMISSION☐Agency☐Not DCMA/DCAA/DLA☐Not AMC

**Exit**

Your travel claim type is a...

## **Defense Agency Travel**

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: Defense Agency Travel** for processing.
- **Fax Number:** 317-275-0335  
DSN 510-366-0335
- **Email:** [DRO-DATravel@dfas.mil](mailto:DRO-DATravel@dfas.mil)
- **Mailing Address:**  
DFAS-Rome  
Attn: Travel  
325 Brooks Road  
Rome, NY 13441

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Your travel claim type is a...

## Special Actions TDY

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
- **Fax Number:** 317-275-0150  
DSN: 510-366-0150
- **Email:** [DFASINTravelColumbus@dfas.mil](mailto:DFASINTravelColumbus@dfas.mil)
- **Mailing address:**

DFAS Travel Pay Services  
Attn: Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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Active/Cadet/AGR  No DTS  Normal TDY/Deployments  
Not KUMISSION  No Agency

**Exit**

# Are you requesting an advance?

- Yes
- No

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**Exit**

Your travel claim type is a....

## **Reserve TDY Advance**

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**
- **Fax Number:** 317-275-0336  
DSN: 510-366-0336
- **Email:** [DFAS-INTTravelAdvances@dfas.mil](mailto:DFAS-INTTravelAdvances@dfas.mil)
- **Mailing address:**

DFAS Travel Pay Services  
Attn: Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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Your travel claim type is a...

## **Casualty Travel Claim**

○ Please submit your Casualty claim to **DFAS-IN Travel Pay: Casualty Travel.**

○ **Fax Number:** 317-275-0138

DSN: 510-366-0138

○ **Email:** [DFAS-INTravelCasualty@dfas.mil](mailto:DFAS-INTravelCasualty@dfas.mil)

○ **Mailing address:**

DFAS Travel Pay Services

Attn: Casualty Travel

Dept 3700

8899 East 56<sup>th</sup> Street

Indianapolis, IN 46249

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Your travel claim type is a....

## **Casualty Travel Claim**

○ Please submit your Casualty claim to **DFAS-IN Travel Pay: Casualty Travel.**

○ **Fax Number:** 317-275-0138

DSN: 510-366-0138

○ **Email:** [DFAS-INTravelCasualty@dfas.mil](mailto:DFAS-INTravelCasualty@dfas.mil)

○ **Mailing address:**

DFAS Travel Pay Services

Attn: Casualty Travel

Dept 3700

8899 East 56<sup>th</sup> Street

Indianapolis, IN 46249

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**Exit**

Your travel claim type is a...

## Reserve TDY

- Please submit your Reserve TDY travel claim to **DFAS-IN Travel Pay: Reserve Travel.**
- **Fax Number:** 317-275-0334  
DSN: 510-366-0334
- **Email:** [reserve\\_travel@dfas.mil](mailto:reserve_travel@dfas.mil)
- **Mailing Address:**

DFAS Travel Pay Services  
Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

Attn:

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# Are you requesting an advance?

- Yes
- No

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# Please choose your type of travel

- I'm traveling in support of the Army Active Command
- I'm traveling in support of the Army Reserve Command
- I'm traveling in support of the Army National Guard
- I'm traveling for a family member that was wounded or killed in action
- I'm traveling as a result of a noncombatant evacuation

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# Are you traveling in support of a Contingency Operation?

This includes traveling in support of Operation Iraqi Freedom, Global War on Terror, Operation Enduring Freedom, Operation Noble Eagle, and/or Overseas Contingency Operation

- Yes
- No

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**Exit**

# Are you requesting an advance?

- Yes
- No

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Your travel claim type is a....

## **Contingency Advance**

- Please submit your Contingency Advance to **DFAS-IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0122  
DSN: 510-366-0122
- **Email:** [DFAS-INCTOAdvances@dfas.mil](mailto:DFAS-INCTOAdvances@dfas.mil)
- **Mailing address:**  
DFAS Travel Pay Services  
Attn: Dept 3900  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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“Regular” Civilian□No DTS□Army□National Guard□Contingency□  
Not Advance

**Exit**

Your travel claim type is a....

## **Contingency Travel Claim**

- Please submit your Contingency Claim to **DFAS- IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0332  
DSN: 510-366-0332
- **Email:** [contingency\\_travel@dfas.mil](mailto:contingency_travel@dfas.mil)
- **Mailing Address:** DFAS Travel Pay Services  
Attn: Dept 3900  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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# Unfortunately.

- When your Civilian TDY travel does not pertain to a contingency operation supported by the Army National Guard, DFAS Travel cannot pay your travel claim.
- Please contact the command that provided you with your orders and request that your claim be submitted to the appropriate USPFO.
- For additional questions, please contact 1-877-ARNGPAY or email [ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL](mailto:ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL)

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Your travel claim type is a...

## **Noncombatant Evacuation Operations (NEO) Travel Claim**

- Please submit your NEO claim to **DFAS-Rome Travel Pay**.
- For *quicker* processing, make sure to annotate “Evacuation Claim” on your claim.

● **Fax Number: 317-275-0329**

DSN: 510-366-0329

● **Mailing address:**

DFAS-Rome

ATTN: Travel

325 Brooks Road  
Rome, NY 13441

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**Exit**

Your travel claim type is a...

## **Active Duty Advance**

- Please submit your Active Duty Advance to **DFAS-Rome**

**Travel Pay: Active Travel.**

- **Fax Number:** 317-275-0330

DSN: 510-336-0330

- **Email:** [DRO-TravelAdvance@dfas.mil](mailto:DRO-TravelAdvance@dfas.mil)

- **Mailing Address:**

DFAS-Rome

ATTN: Travel

325 Brooks Road

Rome, NY 13441

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# Select one of the following types of PCS

- **PCS claim and advances**
  
- **Personally Procured Move(PPM)/Do-It-Yourself Move(DITY)**
  
- **Retirement Claim**

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Your travel claim type is a...

**MiLPCS**

You will in-process with your local Defense Military Pay Office (DMPO). Your DMPO will send your Military PCS travel voucher to **DFAS-Rome Travel Pay: Mil PCS Travel** for processing. If you have questions, please contact your **DMPO**.

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**Exit**

Your travel claim type is a...

## MilPCS PPM/DITY

### Claim

All military PPM/DITY claims must go through the servicing Transportation Office for approval of weight allowance.

Then, submit to **DFAS-Rome Travel Pay: PCS Travel** via fax or mail:

● **Fax number:** 317-275-0277 DSN: 510-366-0277

● **Mailing Address:**

DFAS-Rome  
Attn: Travel  
325 Brooks Road  
Rome, NY 13441

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Your travel claim type is a...

## **MilPCS Retirement Claim**

Please submit your Retirement Travel Claim submit to  
**DFAS-Rome Travel Pay: PCS Travel** via fax or mail.

- **Fax number:** 317-275-0277 DSN: 510-366-0277
- **Mailing Address:**

DFAS-Rome  
Attn: Travel  
325 Brooks Road  
Rome, NY 13441

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Active/Cadet/AGR□No DTS□ Normal TDY/Deployments□  
KUMISSION□No Agency□Not Advance

**Exit**

Your travel claim type is a...

## **Active Travel Claim**

- Please submit your Active Travel Claim to **DFAS-Rome**

**Travel Pay: Active Travel.**

- **Fax Number:** 317-275-0329

DSN: 510-366-0329

- **Email:** [DRO-ArmyTravel@dfas.mil](mailto:DRO-ArmyTravel@dfas.mil)

- **Mailing Address:**

DFAS-Rome

Attn: Travel

325 Brooks Road

Rome, NY 13441

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**Exit**

Your travel claim type is a...

## **Active Travel Claim**

- Please submit your Active Travel Claim to **DFAS-Rome**

**Travel Pay: Active Travel.**

- **Fax Number:** 317-275-0329

DSN: 510-366-0329

- **Email:** [DRO-ArmyTravel@dfas.mil](mailto:DRO-ArmyTravel@dfas.mil)

- **Mailing Address:**

DFAS-Rome

Attn: Travel

325 Brooks Road

Rome, NY 13441

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# Are you requesting an advance?

- Yes
- No

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Your travel claim type is a...

# **Active Duty Advance**

- Please submit your Active Duty Advance to **DFAS-Rome**  
**Travel Pay: Active Travel.**

- **Fax Number:** 317-275-0330

DSN: 510-336-0330

- **Email:** [DRO-TravelAdvance@dfas.mil](mailto:DRO-TravelAdvance@dfas.mil)

- **Mailing Address:**

DFAS-Rome

ATTN: Travel

325 Brooks Road

Rome, NY 13441

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Are you traveling in support of another agency?

Check the accounting classification, if it starts with a  
<sup>Yes</sup> “97”-click yes.

If traveling in support of the Army Materiel Command-click yes.  
<sup>No</sup>

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Does this travel claim pertain to TDY orders which depart and return you to Iraq, Kuwait, or Afghanistan?

Yes

No

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**Exit**

Your travel claim type is a...

## **Kuwait Mission Travel Claim**

- Please send your Kuwait Mission Travel Claim to  
**DFAS-IN Travel Pay: Contingency Travel.**
  
- Email: [kumission@dfas.mil](mailto:kumission@dfas.mil)  
or
- **FTP Server:** Corp 2

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**Are you traveling in support of any of the following agencies?**

**Defense Contract Management Agency  
(DCMA),**

**Defense Contract Audit Agency (DCAA), or  
Defense Logistic Agency (DLA)**

- Yes
- No

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Army Reservist  No DTS  TDY/TCS  Agency  Not KUMISSION   
DCMA/DCAA/DLA

Not  
**Exit**

Are traveling in support of  
Army Materiel Command (AMC)?

- Yes
- No

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Your travel claim type is a...

## **Army Materiel Command Claim**

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: AMC Travel** for processing.
- **Fax Number:** 317-275-0333  
DSN 510-366-0333
- **Email:** [DRO-AMCTravel@dfas.mil](mailto:DRO-AMCTravel@dfas.mil)
- **Mailing Address:**  
DFAS-Rome  
Attn: Travel  
325 Brooks Road  
Rome, NY 13441

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Your travel claim type is a...

## **Defense Agency Travel**

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: Defense Agency Travel** for processing.
- **Fax Number:** 317-275-0335  
DSN 510-366-0335
- **Email:** [DRO-DATravel@dfas.mil](mailto:DRO-DATravel@dfas.mil)
- **Mailing Address:**  
DFAS-Rome  
Attn: Travel  
325 Brooks Road  
Rome, NY 13441

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Your travel claim type is a...

## **Special Actions TDY**

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
- **Fax Number:** 317-275-0150  
DSN: 510-366-0150
- **Email:** [DFASINTravelColumbus@dfas.mil](mailto:DFASINTravelColumbus@dfas.mil)
- **Mailing address:**

DFAS Travel Pay Services  
Attn: Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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# Are you a mobilized soldier?

This includes all Reservists traveling in support of Operation Iraqi Freedom, Global War on Terror, Operation Enduring Freedom, Operation Noble Eagle, and/or Overseas Contingency Operation.

Yes

No

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Does this travel claim pertain to TDY orders which depart and return you to Iraq, Kuwait, or Afghanistan?

Yes

No

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**Exit**

Your travel claim type is a...

## **Kuwait Mission Travel Claim**

- Please send your Kuwait Mission Travel Claim to  
**DFAS-IN Travel Pay: Contingency Travel.**
  
- Email: [kumission@dfas.mil](mailto:kumission@dfas.mil)  
or
- **FTP Server:** Corp 2

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Army Reservist  No DTS  TDY  No Agency  Not mobilized

**Exit**

# Please choose your type of travel

- Temporary Disability Retirement Leave (TDRL)
- Active Duty Operational Support (ADOS)
- Initial Active Duty Training (IADT)/Warrior Transition Course (WTC)
- Annual Training (AT)
- Active Duty Training (ADT)/ Active Duty Training School (ADTS)
- Basic Officer Leadership Course (BOLC)
- Active Duty for Special Works (ADSW)
- Other TDY

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**Exit**

Are your orders cut for  
180 days or longer?

- Yes
- No

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Your travel claim type is a...

## MilPCS

- Please submit your Mil PCS claim/advance to **DFAS-Rome Travel Pay: Mil PCS Travel.**
- **Fax number:** 317-275-0277  
DSN: 510-366-0277
- **Mailing Address:**  
DFAS-Rome  
Attn: Travel  
325 Brooks Road  
Rome, NY 13441

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Army Reservist  No DTS  TDY  No Agency  Not mobilized   
ADSW  <180 days

**Exit**

# Are you requesting an advance?

- Yes
- No

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Army Reservist  No DTS  TDY  No Agency  Not mobilized  ADSW  <180 days  Advance

**Exit**

Your travel claim type is a...

## **Reserve TDY Advance**

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**
- **Fax Number:** 317-275-0336  
DSN: 510-366-0336
- **Email:** [DFAS-INTravelAdvances@dfas.mil](mailto:DFAS-INTravelAdvances@dfas.mil)
- **Mailing address:**

DFAS Travel Pay Services  
Attn: Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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Army Reservist  No DTS  TDY  No Agency  Not mobilized  ADSW  <180 days  Not Advance

**Exit**

Your travel claim type is a...

## **Reserve TDY**

- Please submit your Reserve TDY travel claim to **DFAS-IN Travel Pay: Reserve Travel.**
- **Fax Number:** 317-275-0334  
DSN: 510-366-0334
- **Email:** [reserve\\_travel@dfas.mil](mailto:reserve_travel@dfas.mil)
- **Mailing Address:**

DFAS Travel Pay Services  
Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

Attn:

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Army Reservist No DTS TDY No Agency Not mobilized Other TDY

**Exit**

# Are you requesting an advance?

- Yes
- No

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Army Reservist  No DTS  TDY  No Agency  Not mobilized  Other TDY   
Advance

**Exit**

Your travel claim type is a...

## **Reserve TDY Advance**

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**
- **Fax Number:** 317-275-0336  
DSN: 510-366-0336
- **Email:** [DFAS-INTravelAdvances@dfas.mil](mailto:DFAS-INTravelAdvances@dfas.mil)
- **Mailing address:**

DFAS Travel Pay Services  
Attn: Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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Army Reservist  No DTS  TDY  No Agency  Not mobilized  Other TDY   
Not Advance

**Exit**

Your travel claim type is a...

## **Reserve TDY**

- Please submit your Reserve TDY travel claim to **DFAS-IN Travel Pay: Reserve Travel.**
- **Fax Number:** 317-275-0334  
DSN: 510-366-0334
- **Email:** [reserve\\_travel@dfas.mil](mailto:reserve_travel@dfas.mil)
- **Mailing Address:**

DFAS Travel Pay Services  
Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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# Who cut your travel orders?

- Reserve Command in St. Louis, MO
- Other

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Army Reservist  No DTS  TDY  No Agency  Not mobilized  BOLC   
Other

**Exit**

# Do your orders state PCS authorized?

This includes “PCS Auth”, “PCS Authorized”, “ Permanent Change of Station”, etc.

- Yes
- No

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Army Reservist  TDY  No Agency  Not mobilized  BOLC  Other  Not PCS

**Exit**

# Are you requesting an advance?

- Yes
- No

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Army Reservist  TDY  No Agency  Not mobilized  BOLC  Other  Not PCS  Advance

**Exit**

Your travel claim type is a...

## **Active Duty Advance**

- Please submit your Active Duty Advance to **DFAS-Rome**  
**Travel Pay: Active Travel.**

- **Fax Number:** 317-275-0330

DSN: 510-336-0330

- **Email:** [DRO-TravelAdvance@dfas.mil](mailto:DRO-TravelAdvance@dfas.mil)

- **Mailing Address:**

DFAS-Rome

ATTN: Travel

325 Brooks Road

Rome, NY 13441

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Army Reservist  TDY  No Agency  Not mobilized  BOLC  Other  Not PCS  Not advance

**Exit**

Your travel claim type is a...

## **Active Travel**

- Please submit your Active Travel Claim to **DFAS-Rome**  
**Travel Pay: Active Travel.**

- **Fax Number:** 317-275-0329

DSN: 510-366-0329

- **Email:** [DRO-ArmyTravel@dfas.mil](mailto:DRO-ArmyTravel@dfas.mil)

- **Mailing Address:**

DFAS-Rome

Attn: Travel

325 Brooks Road

Rome, NY 13441

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Army Reservist  No DTS  TDY  No Agency  Not mobilized  BOLC  St. Louis

**Exit**

# Do your orders state PCS authorized?

This includes "PCS Auth", "PCS Authorized", " Permanent Change of Station", etc.

- Yes
- No

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Your travel claim type is a...

# MilPCS

- Please submit your Mil PCS claim/advance to  
**DFAS-Rome Travel Pay: Mil PCS Travel.**
- **Fax number:** 317-275-0277  
DSN: 510-366-0277
- **Mailing Address:**  
DFAS-Rome  
Attn: Travel  
325 Brooks Road  
Rome, NY 13441

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Army Reservist  No DTS  TDY  No Agency  Not mobilized  BOLC  St. Louis  Not PCS

**Exit**

# Are you requesting an advance?

- Yes
- No

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Army Reservist  TDY  No Agency  Not mobilized  BOLC  St. Louis   
Not PCS  Advance

**Exit**

Your travel claim type is a...

## **Reserve TDY Advance**

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**
- **Fax Number:** 317-275-0336  
DSN: 510-366-0336
- **Email:** [DFAS-INTravelAdvances@dfas.mil](mailto:DFAS-INTravelAdvances@dfas.mil)
- **Mailing address:**

DFAS Travel Pay Services  
Attn: Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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Army Reservist ☐ TDY ☐ No Agency ☐ Not mobilized ☐ BOLC ☐ St. Louis ☐  
Not PCS ☐ Not advance

**Exit**

Your travel claim type is a...

## **Reserve TDY**

- Please submit your Reserve TDY travel claim to **DFAS-IN Travel Pay: Reserve Travel.**
- **Fax Number:** 317-275-0334  
DSN: 510-366-0334
- **Email:** [reserve\\_travel@dfas.mil](mailto:reserve_travel@dfas.mil)
- **Mailing Address:**

DFAS Travel Pay Services  
Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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Army Reservist[]No DTS[]TDY[]No Agency[]Not mobilized[]BOLC[] St.  
Louis[] PCS

**Exit**

Your travel claim type is a...

# MilPCS

- Please submit your Mil PCS claim/advance to  
**DFAS-Rome Travel Pay: Mil PCS Travel.**
- **Fax number:** 317-275-0277  
DSN: 510-366-0277
- **Mailing Address:**  
DFAS-Rome  
Attn: Travel  
325 Brooks Road  
Rome, NY 13441

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**Exit**

# Will you be PCSing immediately after this travel?

- Yes
- No

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Army Reservist  No DTS  TDY  No Agency  Not mobilized  AT  Not enroute

**Exit**

# Are you requesting an advance?

- Yes
- No

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Army Reservist  No DTS  TDY  No Agency  Not mobilized  AT  enroute  Not advance

**Exit**

Your travel claim type is a...

## **Reserve TDY**

- Please submit your Reserve TDY travel claim to **DFAS-IN Travel Pay: Reserve Travel.**
- **Fax Number:** 317-275-0334  
DSN: 510-366-0334
- **Email:** [reserve\\_travel@dfas.mil](mailto:reserve_travel@dfas.mil)
- **Mailing Address:**

DFAS Travel Pay Services  
Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

Attn:

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Army Reservist  No DTS  TDY  No Agency  Not mobilized  AT  Not enroute  Advance

Not

**Exit**

Your travel claim type is a...

## **Reserve TDY Advance**

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**
  
- **Fax Number:** 317-275-0336  
DSN: 510-366-0336
  
- **Email:** [DFAS-INTravelAdvances@dfas.mil](mailto:DFAS-INTravelAdvances@dfas.mil)
  
- **Mailing address:**

DFAS Travel Pay Services  
Attn: Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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Your travel claim type is a...

## **TDY Enroute to a MilPCS Travel Claim**

- Please submit your TDY Enroute to a Mil PCS claim/advance to **DFAS-Rome Travel Pay:  
Mil PCS Travel**.
- **Fax number:** 317-275-0277  
DSN: 510-366-0277
- **Mailing Address:**  
DFAS-Rome  
Attn: Travel  
325 Brooks Road  
Rome, NY 13441

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# Please choose your type of ADOS

- OP-ADOS
- CO-ADOS
- ADOS-RC
- ADOS

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Army Reservist  No DTS  TDY  No Agency  Not mobilized  ADOS   
CO-ADOS

**Exit**

# Are you requesting an advance?

- Yes
- No

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Army Reservist  No DTS  TDY  No Agency  Not mobilized  ADOS   
ADOS

**Exit**

# Are your orders cut for 180 days or longer?

- Yes
- No

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Army Reservist  No DTS  TDY  No Agency  Not mobilized  ADOS  ADOS   
 >179 days

**Exit**

Your travel claim type is a...

## MilPCS

- Please submit your Mil PCS claim/advance to **DFAS-Rome Travel Pay: Mil PCS Travel.**
- **Fax number:** 317-275-0277  
DSN: 510-366-0277
- **Mailing Address:**  
DFAS-Rome  
Attn: Travel  
325 Brooks Road  
Rome, NY 13441

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Army Reservist  No DTS  TDY  No Agency  Not mobilized  ADOS  ADOS  <180 days

**Exit**

# Are you requesting an advance?

- Yes
- No

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Army Reservist□No DTS□ TDY□ No Agency□Not mobilized□ ADOS□ ADOS□ <180 days□ Advance

**Exit**

Your travel claim type is a...

## **Reserve TDY Advance**

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**

- **Fax Number:** 317-275-0336  
DSN: 510-366-0336

- **Email:** [DFAS-INTravelAdvances@dfas.mil](mailto:DFAS-INTravelAdvances@dfas.mil)
- **Mailing address:**

DFAS Travel Pay Services  
Attn: Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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Army Reservist  No DTS  TDY  No Agency  Not mobilized  ADOS  ADOS-RC

**Exit**

Are your orders cut for  
180 days or longer?

- Yes
- No

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Army ReservistNo DTSTDYNo AgencyNot mobilized  ADOS ADOS-RC  
**<180 days**

**Exit**

# Are you requesting an advance?

- Yes
- No

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Army Reservist □ No DTS □ TDY □ No Agency □ Not mobilized □ ADOS □  
ADOS □ <180 days □ Not advance

**Exit**

Your travel claim type is a...

## **Reserve TDY**

- Please submit your Reserve TDY travel claim to **DFAS-IN Travel Pay: Reserve Travel.**

- **Fax Number:** 317-275-0334

DSN: 510-366-0334

- **Email:** [reserve\\_travel@dfas.mil](mailto:reserve_travel@dfas.mil)

- **Mailing Address:**

DFAS Travel Pay Services

Dept 3700

8899 East 56<sup>th</sup> Street

Indianapolis, IN 46249

Attn:

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Army ReservistNo DTSTDY No Agency Not Mobilized ADOS CO-  
ADOS Advance

**Exit**

Your travel claim type is a....

## **Contingency Advance**

- Please submit your Contingency Advance to **DFAS-IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0122  
DSN: 510-366-0122
- **Email:** [DFAS-INCTOAdvances@dfas.mil](mailto:DFAS-INCTOAdvances@dfas.mil)
- **Mailing address:**  
DFAS Travel Pay Services  
Attn: Dept 3900  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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Your travel claim type is a...

## **Reserve TDY Advance**

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**
  
- **Fax Number:** 317-275-0336  
DSN: 510-366-0336
  
- **Email:** [DFAS-INTravelAdvances@dfas.mil](mailto:DFAS-INTravelAdvances@dfas.mil)
  
- **Mailing address:**

DFAS Travel Pay Services  
Attn: Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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Army Reservist  No DTS  TDY  No Agency  Not mobilized  
 ADOS  ADOS-RC  >179 days

**Exit**

# Unfortunately....

- It is against regulations (JFTR) to have an ADOS-RC order with a duration of 180 days or more.
- Please return to your command and have them revoke your existing ADOS-RC orders and obtain new ADOS-RC orders.

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Army Reservist  No DTS  TDY  No Agency  Not mobilized  ADOS   
ADOS-RC  <180 days  Not advance

**Exit**

Your travel claim type is a...

## **Reserve TDY**

- Please submit your Reserve TDY travel claim to **DFAS-IN Travel Pay: Reserve Travel.**

- **Fax Number:** 317-275-0334

DSN: 510-366-0334

- **Email:** [reserve\\_travel@dfas.mil](mailto:reserve_travel@dfas.mil)

- **Mailing Address:**

DFAS Travel Pay Services

Dept 3700

8899 East 56<sup>th</sup> Street

Indianapolis, IN 46249

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Army Reservist  No DTS  TDY  No Agency  Not mobilized  ADOS  CO-  
ADOS  Not advance

**Exit**

Your travel claim type is a....

## **Contingency Travel Claim**

- Please submit your Contingency Claim to **DFAS- IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0332  
DSN: 510-366-0332
- **Email:** [contingency\\_travel@dfas.mil](mailto:contingency_travel@dfas.mil)
- **Mailing Address:** DFAS Travel Pay Services  
Attn: Dept 3900  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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**Exit**

# Do your orders require you to be at one location for 20 weeks or longer?

- Yes
  - Ex<sub>1</sub>: 20 weeks at Ft. Gordon for Basic & 9 weeks at Ft. Sam Houston for MOS
  - Ex<sub>2</sub>: 15 weeks at Ft. Gordon for Basic and 6 weeks at Ft. Gordon for MOS
- No
  - Ex<sub>1</sub>: 19 weeks at Ft. Gordon for Basic and 19 weeks at Ft. Sam Houston for MOS
  - Ex<sub>2</sub>: 19 weeks 3 days at Ft. Sam Houston for Basic and MOS

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Do your orders require you to be at one location for 140 days or longer?

- Yes
- No

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Army Reservist  No DTS  TDY  No Agency  Not mobilized  ADOS   
OP-ADOS

**Exit**

# Are your orders cut for 180 days or longer?

- Yes
- No

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Army Reservist No DTS TDY No Agency Not mobilized ADOS  OP-  
ADOS <180 days

**Exit**

# Are you requesting an advance?

- Yes
- No

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Your travel claim type is a...

## Reserve TDY Advance

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**
- **Fax Number:** 317-275-0336  
DSN: 510-366-0336
- **Email:** [DFAS-INTravelAdvances@dfas.mil](mailto:DFAS-INTravelAdvances@dfas.mil)
- **Mailing address:**

DFAS Travel Pay Services  
Attn: Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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Army Reservist  No DTS  TDY  No Agency  Not mobilized  ADOS  OP-ADOS  <180 days  Not Advance

**Exit**

Your travel claim type is a...

## **Reserve TDY**

- Please submit your Reserve TDY travel claim to **DFAS-IN Travel Pay: Reserve Travel.**

- **Fax Number:** 317-275-0334

DSN: 510-366-0334

- **Email:** [reserve\\_travel@dfas.mil](mailto:reserve_travel@dfas.mil)

- **Mailing Address:**

DFAS Travel Pay Services

Dept 3700

8899 East 56<sup>th</sup> Street

Indianapolis, IN 46249

Attn:

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Your travel claim type is a...

## MilPCS

- Please submit your Mil PCS claim/advance to **DFAS-Rome Travel Pay: Mil PCS Travel.**
- **Fax number:** 317-275-0277  
DSN: 510-366-0277
- **Mailing Address:**  
DFAS-Rome  
Attn: Travel  
325 Brooks Road  
Rome, NY 13441

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Army Reservist  No DTS  TDY  No Agency  Not mobilized   
ADOS  >179 days

**Exit**

Your travel claim type is a...

# MilPCS

- Please submit your Mil PCS claim/advance to **DFAS-Rome Travel Pay: Mil PCS Travel.**
- **Fax number:** 317-275-0277  
DSN: 510-366-0277
- **Mailing Address:**  
DFAS-Rome  
Attn: Travel  
325 Brooks Road  
Rome, NY 13441

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Army ReservistNo DTSTDYNo AgencyNot mobilizedADT/ADTS  
 <140 days

**Exit**

# Are you requesting an advance?

- Yes
- No

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Army Reservist  No DTS  TDY  No Agency  Not mobilized  IADT/WTC   
 < 20 Weeks

**Exit**

# Are you requesting an advance?

- Yes
- No

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Your travel claim type is a...

## **Reserve TDY Advance**

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**
  
- **Fax Number:** 317-275-0336  
DSN: 510-366-0336
  
- **Email:** [DFAS-INTravelAdvances@dfas.mil](mailto:DFAS-INTravelAdvances@dfas.mil)
  
- **Mailing address:**

DFAS Travel Pay Services  
Attn: Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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Army Reservist  No DTS  TDY  No Agency  Not mobilized  IAI  
 < 20 Weeks  Not Advance

**Exit**

Your travel claim type is a...

## **Reserve TDY**

- Please submit your Reserve TDY travel claim to **DFAS-IN Travel Pay: Reserve Travel.**

- **Fax Number:** 317-275-0334

DSN: 510-366-0334

- **Email:** [reserve\\_travel@dfas.mil](mailto:reserve_travel@dfas.mil)

- **Mailing Address:**

DFAS Travel Pay Services

Dept 3700

8899 East 56<sup>th</sup> Street

Indianapolis, IN 46249

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Your travel claim type is a...

## MilPCS

- Please submit your Mil PCS claim/advance to **DFAS-Rome Travel Pay: Mil PCS Travel.**
- **Fax number:** 317-275-0277  
DSN: 510-366-0277
- **Mailing Address:**  
DFAS-Rome  
Attn: Travel  
325 Brooks Road  
Rome, NY 13441

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Army Reservist  TDY  No Agency  Not mobilized  ADT/ADTS  <139 days

**Exit**

# Are you requesting an advance?

- Yes
- No

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What are the last 5 numbers of your accounting line/classification?

- 28013
- Other

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Army Reservist  No DTS  TDY  No Agency  Not mobilized  TDRL   
28013

**Exit**

# Are you requesting an advance?

- Yes
- No

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Army Reservist  No DTS  TDY  No Agency  Not mobilized  TDRL   
Other  Advance

**Exit**

Your travel claim type is a...

## **Active Duty Advance**

- Please submit your Active Duty Advance to **DFAS-Rome Travel**

**Pay: Active Travel.**

- **Fax Number:** 317-275-0330

DSN: 510-336-0330

- **Email:** [DRO-TravelAdvance@dfas.mil](mailto:DRO-TravelAdvance@dfas.mil)

- **Mailing Address:**

DFAS-Rome

ATTN: Travel

325 Brooks Road

Rome, NY 13441

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Army Reservist  No DTS  TDY  No Agency  Not mobilized  TDRL   
Other

**Exit**

# Are you requesting an advance?

- Yes
- No

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Your travel claim type is a...

## **Reserve TDY**

- Please submit your Reserve TDY travel claim to **DFAS-IN Travel Pay: Reserve Travel.**

- **Fax Number:** 317-275-0334

DSN: 510-366-0334

- **Email:** [reserve\\_travel@dfas.mil](mailto:reserve_travel@dfas.mil)

- **Mailing Address:**

DFAS Travel Pay Services

Dept 3700

8899 East 56<sup>th</sup> Street

Indianapolis, IN 46249

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Your travel claim type is a...

## **Reserve TDY Advance**

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**
  
- **Fax Number:** 317-275-0336  
DSN: 510-366-0336
  
- **Email:** [DFAS-INTravelAdvances@dfas.mil](mailto:DFAS-INTravelAdvances@dfas.mil)
  
- **Mailing address:**

DFAS Travel Pay Services  
Attn: Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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Army Reservist  No DTS  TDY  No Agency  Not mobilized  TDRL  Other  
 Not advance

**Exit**

Your travel claim type is a...

## **Active Travel**

- Please submit your Active Travel Claim to **DFAS-Rome**  
**Travel Pay: Active Travel.**

- **Fax Number:** 317-275-0329  
DSN: 510-366-0329
- **Email:** [DRO-ArmyTravel@dfas.mil](mailto:DRO-ArmyTravel@dfas.mil)
- **Mailing Address:**

DFAS-Rome  
Attn: Travel  
325 Brooks Road  
Rome, NY 13441

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Army Reservist  No DTS  TDY  No Agency  Not mobilized  TDRL   
28013  Advance

**Exit**

Your travel claim type is a...

## **Reserve TDY Advance**

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**
  
- **Fax Number:** 317-275-0336  
DSN: 510-366-0336
- **Email:** [DFAS-INTTravelAdvances@dfas.mil](mailto:DFAS-INTTravelAdvances@dfas.mil)
- **Mailing address:**

DFAS Travel Pay Services  
Attn: Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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Army Reservist  No DTS  TDY  No Agency  Not mobilized  TDRL   
28013  Not Advance

**Exit**

Your travel claim type is a...

## **Reserve TDY**

- Please submit your Reserve TDY travel claim to **DFAS-IN Travel Pay: Reserve Travel.**

- **Fax Number:** 317-275-0334

DSN: 510-366-0334

- **Email:** [reserve\\_travel@dfas.mil](mailto:reserve_travel@dfas.mil)

- **Mailing Address:**

DFAS Travel Pay Services

Dept 3700

8899 East 56<sup>th</sup> Street

Indianapolis, IN 46249

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Army Reservist  No DTS  TDY/TCS  No Agency  Mobilized  Not  
KUMISSION

**Exit**

# Are you requesting an advance?

- Yes
- No

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Your travel claim type is a....

## Contingency Advance

- Please submit your Contingency Advance to **DFAS-IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0122  
DSN: 510-366-0122
- **Email:** [DFAS-INCTOAdvances@dfas.mil](mailto:DFAS-INCTOAdvances@dfas.mil)
- **Mailing address:**  
DFAS Travel Pay Services  
Attn: Dept 3900  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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Army Reservist  No DTS  TDY/TCS  No Agency  Mobilized  Not KUMISSION  Not Advance

**Exit**

Your travel claim type is a...

## **Contingency Travel Claim**

- Please submit your Contingency Claim to **DFAS- IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0332  
DSN: 510-366-0332
- **Email:** [contingency\\_travel@dfas.mil](mailto:contingency_travel@dfas.mil)
- **Mailing Address:** DFAS Travel Pay Services  
Attn: Dept 3900  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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For this specific trip, are you able to file and/or have you ever filed all or any portion of this travel claim through Defense Travel System (DTS) ?

- Yes
- No

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If any portion of your travel has already been reimbursed through DTS, you **should not** file a manual travel voucher.

Filing a manual travel voucher when also being paid in DTS for the same period of travel can result in overpayments, which will ultimately put you in **debt** to the United States.

If you have a DTS profile, then it is recommended that you check with your DTS administrator before filing a manual claim.

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# Unfortunately...

- DFAS Travel cannot pay your manual travel claim.
- You must file or continue to file your claim within DTS. Otherwise, if you submit a manual claim, your claim will be returned to you without payment.
- [Click here for DTS](#)

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# Please choose your type of travel

- TDY
- PCS
- I'm traveling in support of a soldier that was wounded or killed in action
- I'm traveling as a result of a noncombatant evacuation

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# Are you traveling as a result of a **Navy** noncombatant evacuation?

- Yes
- No

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Are you traveling as a result of one of the following defense agencies' noncombatant evacuation?

**Defense Contract Management Agency (DCMA),**

**Defense Contract Audit Agency (DCAA),**

**Defense Logistic Agency (DLA), or**

Defense Technical Information Center (DTIC)

- Yes
- No

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Your travel claim type is a...

## **Noncombatant Evacuation Operation (NEO) Travel Claim**

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
  - **Fax Number:** 317-275-0150 or  
DSN: 510-366-0150
  - **Email:** [DFASINTravelColumbus@dfas.mil](mailto:DFASINTravelColumbus@dfas.mil)
  - **Mailing address:**

DFAS Travel Pay Services  
Attn: Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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# Did one of the following issue your evacuation order?

Space and Naval Warfare Systems (SPAWAR)

Naval Undersea Warfare Center (NUWC-Newport and Keyport)

Naval Air Systems Command (NAVAIR)

Naval Sea Systems Command (NAVSEA)

- Yes
- No

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# Did one of the following issue your evacuation order?

Naval Air Warfare Center Weapons Division (NAWCWD)-China Lake

Naval Surface Warfare Center (NSWC)-Crane Division

Naval Reserve Officers Training Corp (NROTC)

- Yes
- No

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Your travel claim type is a...

## **Navy Noncombatant Evacuation Operations (NEO) Travel Claim**

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
  - **Fax Number:** 317-275-0150 or  
DSN: 510-366-0150
  - **Email:** [DFASINTravelColumbus@dfas.mil](mailto:DFASINTravelColumbus@dfas.mil)
  - **Mailing address:**

DFAS Travel Pay Services  
Attn: Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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Your travel claim type is a...

## **Navy Noncombatant Evacuation Operations (NEO) Travel Claim**

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
  - **Fax Number:** 317-275-0150 or  
DSN: 510-366-0150
  - **Email:** [DFASINTravelColumbus@dfas.mil](mailto:DFASINTravelColumbus@dfas.mil)
  - **Mailing address:**

DFAS Travel Pay Services  
Attn: Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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# Unfortunately...

- DFAS was unable to determine where to submit your Navy noncombatant evacuation operations travel order.
- Please submit your claim to your servicing finance office. If you have additional questions, please consult your chain of command.

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Your travel claim type is a...

## **Noncombatant Evacuation Operations (NEO) Travel Claim**

- Please submit your NEO claim to **DFAS-Rome Travel Pay**.
- For *quicker* processing, make sure to annotate “Evacuation Claim” on your claim.

● **Fax Number: 317-275-0329**

DSN: 510-366-0329

● **Mailing address:**

DFAS-Rome

ATTN: Travel

325 Brooks Road  
Rome, NY 13441

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Your travel claim type is a...

## **Casualty Travel Claim**

- Please submit your Casualty claim to **DFAS- IN Travel Pay:**  
**Casualty Travel.**

- **Fax Number:** 317-275-0138

DSN: 510-366-0138

- **Email:** [DFAS-INTravelCasualty@dfas.mil](mailto:DFAS-INTravelCasualty@dfas.mil)

- **Mailing address:**

DFAS Travel Pay Services

Attn: Casualty Travel

Dept 3700

8899 East 56<sup>th</sup> Street

Indianapolis, IN 46249

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Does this travel claim pertain to TDY orders which depart and return you to Iraq, Kuwait, or Afghanistan?

Yes

No

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# Are you traveling in support of the **Active Army Command?**

**Note:** This also includes Active Guard Reserve (AGR)

Yes

No

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Your travel claim type is a...

## **Active Kuwait Mission Travel Claim**

- Please send your Active Kuwait Mission Travel Claim to **DFAS-Rome Travel Pay: Active Travel Kuwait Mission Team.**
  
- Email: [DRO-KU-MISSION@DFAS.MIL](mailto:DRO-KU-MISSION@DFAS.MIL)

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Your travel claim type is a...

## Kuwait Mission Travel Claim

- Please send your Kuwait Mission Travel Claim to  
**DFAS-IN Travel Pay: Contingency Operations.**
  
- **Email:** [kumission@dfas.mil](mailto:kumission@dfas.mil)  
or
- **FTP Server:** Corp2

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Are you employed by any of the following defense agencies?

**Defense Contract Management Agency  
(DCMA),**

**Defense Contract Audit Agency (DCAA),**

**Defense Logistic Agency (DLA), or**

**Defense Technical Information Center (DTIC)**

- Yes
- No

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Are you employed by  
Army Materiel Command (AMC)?

- Yes
- No

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DoD Civilian  No DTS  TDY  Not KUMISSION  DA   
Not DCMA/DCAA/DLA  AMC

Your travel claim type is a...

# **Army Materiel Command Claim**

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: AMC Travel** for processing.
- **Fax Number:** 317-275-0333  
DSN 510-366-0333
- **Email:** [DRO-AMCTravel@dfas.mil](mailto:DRO-AMCTravel@dfas.mil)
- **Mailing Address:**  
DFAS-Rome  
Attn: Travel  
325 Brooks Road  
Rome, NY 13441

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Your travel claim type is a...

## **Defense Agency Travel**

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: Defense Agency Travel** for processing.
- **Fax Number:** 317-275-0335  
DSN 510-366-0335
- **Email:** [DRO-DATravel@dfas.mil](mailto:DRO-DATravel@dfas.mil)
- **Mailing Address:**  
DFAS-Rome  
Attn: Travel  
325 Brooks Road  
Rome, NY 13441

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Your travel claim type is a...

## Special Actions TDY

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
- **Fax Number:** 317-275-0150  
DSN: 510-366-0150
- **Email:** [DFASINTravelColumbus@dfas.mil](mailto:DFASINTravelColumbus@dfas.mil)
- **Mailing address:**

DFAS Travel Pay Service  
Attn: Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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# Are you requesting an advance?

- Yes
- No

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Your travel claim type is a...

## **Civilian PCS Advance**

- Please submit your Civilian PCS travel advance to **DFAS-Columbus Travel Pay**.
- **Fax number:** (216)367-3428  
DSN: 580-7839
- **Mailing address:**  
DFAS Travel Columbus  
P.O. Box 369015  
Attn: DFAS-JT/CO  
Columbus, OH 43236-9015

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Your travel claim type is a...

## **Civilian PCS**

- Please submit your Civilian PCS claim to **DFAS-Columbus Travel Pay**.
- **Fax number:** 216-367-3422  
216-367-3423  
216-367-3424  
DSN: 580-7833, 7834, 7835
- **Mailing address:**  
DFAS Travel Columbus  
P.O. Box 369015  
Attn: DFAS-JT/CO  
Columbus, OH 43236-9015

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For this specific trip, are you able to file and/or have you ever filed all or any portion of this travel claim through Defense Travel System (DTS)?

- Yes
- No

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If any portion of your travel has already been reimbursed through DTS, you **should not** file a manual travel voucher.

Filing a manual travel voucher when also being paid in DTS for the same period of travel can result in overpayments, which will ultimately put you in **debt** to the United States.

If you have a DTS profile, then it is recommended that you check with your DTS administrator before filing a manual claim.

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# Unfortunately...

- DFAS Travel cannot pay your manual travel claim.
- You must file or continue to file your claim within DTS. Otherwise, if you submit a manual claim, your claim will be returned to you without payment.
- [Click here for DTS](#)

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Which branch of the Department of Defense are you traveling to support?

- Army (For Army Materiel Command (AMC), click Defense Agency)
- Navy
- Defense Agency (**Note:** Check your order's accounting classification, if it begins with a “97”, click here)
- Other

Are you traveling as a result of a noncombatant evacuation?

- Yes
- No

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# Did one of the following issue your evacuation order?

Space and Naval Warfare Systems (SPAWAR)

Naval Undersea Warfare Center (NUWC-Newport and Keyport)

Naval Air Systems Command (NAVAIR)

Naval Sea Systems Command (NAVSEA)

- Yes
- No

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# Did one of the following issue your evacuation order?

Naval Air Warfare Center Weapons Division (NAWCWD)-China Lake

Naval Surface Warfare Center (NSWC)-Crane Division

Naval Reserve Officers Training Corp (NROTC)

- Yes
- No

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Your travel claim type is a...

## **Navy Noncombatant Evacuation Operations (NEO) Travel Claim**

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
  - **Fax Number:** 317-275-0150 or  
DSN: 510-366-0150
  - **Email:** [DFASINTravelColumbus@dfas.mil](mailto:DFASINTravelColumbus@dfas.mil)
  - **Mailing address:**

DFAS Travel Pay Services  
Attn: Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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Your travel claim type is a...

## **Navy Noncombatant Evacuation Operations (NEO) Travel Claim**

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
  - **Fax Number:** 317-275-0150 or  
DSN: 510-366-0150
  - **Email:** [DFASINTravelColumbus@dfas.mil](mailto:DFASINTravelColumbus@dfas.mil)
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8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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# Unfortunately...

- DFAS was unable to determine where to submit your Navy noncombatant evacuation operations travel order.
- Please contact the command that produced your order to find out where to submit your claim.

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Are you traveling as a result of a noncombatant evacuation?

- Yes
- No

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Are you traveling as a result of one of the following defense agencies' noncombatant evacuation?

**Defense Contract Management Agency**  
(DCMA),

**Defense Contract Audit Agency** (DCAA),

**Defense Logistic Agency** (DLA), or

Defense Technical Information Center (DTIC)

- Yes
- No

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Your travel claim type is a...

## **Noncombatant Evacuation Operations (NEO) Travel Claim**

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
  - **Fax Number:** 317-275-0150 or  
DSN: 510-366-0150
  - **Email:** [DFASINTravelColumbus@dfas.mil](mailto:DFASINTravelColumbus@dfas.mil)
  - **Mailing address:**

DFAS Travel Pay Services  
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8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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Your travel claim type is a...

## **Noncombatant Evacuation Operations (NEO) Travel Claim**

- Please submit your NEO claim to **DFAS-Rome Travel Pay**.
- For *quicker* processing, make sure to annotate “Evacuation Claim” on your claim.

● **Fax Number: 317-275-0329**

DSN: 510-366-0329

● **Mailing address:**

DFAS-Rome

ATTN: Travel

325 Brooks Road  
Rome, NY 13441

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Are you traveling in support of any of the following agencies?

**Defense Contract Management Agency  
(DCMA),**

**Defense Contract Audit Agency (DCAA),**

**Defense Logistic Agency (DLA), or**

**Defense Technical Information Center (DTIC)**

- Yes
- No

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“Regular” Civilian  No DTS  DoD/Defense Agency  Not NEO  Not DCMA/DCAA/DLA/DTIC

**Exit**

Are traveling in support of  
Army Materiel Command (AMC)?

- Yes
- No

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Your travel claim type is a...

## **Army Materiel Command Claim**

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: AMC Travel** for processing.
- **Fax Number:** 317-275-0333  
DSN 510-366-0333
- **Email:** [DRO-AMCTravel@dfas.mil](mailto:DRO-AMCTravel@dfas.mil)
- **Mailing Address:**  
DFAS-Rome  
Attn: Travel  
325 Brooks Road  
Rome, NY 13441

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Your travel claim type is a...

## **Defense Agency Travel**

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: Defense Agency Travel** for processing.
- **Fax Number:** 317-275-0335  
DSN 510-366-0335
- **Email:** [DRO-DATravel@dfas.mil](mailto:DRO-DATravel@dfas.mil)
- **Mailing Address:**  
DFAS-Rome  
Attn: Travel  
325 Brooks Road  
Rome, NY 13441

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Your travel claim type is a...

## **Special Actions TDY**

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
- **Fax Number:** 317-275-0150  
DSN: 510-366-0150
- **Email:** [DFASINTravelColumbus@dfas.mil](mailto:DFASINTravelColumbus@dfas.mil)
- **Mailing address:**

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8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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# You are traveling in support of...

- Space and Naval Warfare Systems (SPAWAR)
- Naval Undersea Warfare Center (NUWC-Newport and Keyport)
- Naval Air Systems Command (NAVAIR)
- Naval Sea Systems Command (NAVSEA)
- Naval Air Warfare Center Weapons Division (NAWCWD)-China Lake
- Naval Surface Warfare Center (NSWC)-Crane Division
- Naval Reserve Officers Training Corp (NROTC)
- Other

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Your travel claim type is a...

## Navy Travel Claim

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
  - **Fax Number:** 317-275-0150 or  
DSN: 510-366-0150
  - **Email:** [DFASINTravelColumbus@dfas.mil](mailto:DFASINTravelColumbus@dfas.mil)
  - **Mailing address:**

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8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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Your travel claim type is a...

## **Navy Travel Claim**

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.

- **Fax Number:** 317-275-0150 or

DSN: 510-366-0150

- **Email:** [DFASINTravelColumbus@dfas.mil](mailto:DFASINTravelColumbus@dfas.mil)

- **Mailing address:**

DFAS Travel Pay Services  
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8899 East 56<sup>th</sup> Street  
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Your travel claim type is a...

## **Navy Travel Claim**

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DSN: 510-366-0150

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- **Mailing address:**

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Your travel claim type is a...

## **Navy Travel Claim**

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Your travel claim type is a...

## **Navy Travel Claim**

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Your travel claim type is a...

## **Navy Travel Claim**

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Your travel claim type is a...

## **Navy Travel Claim**

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
  - **Fax Number:** 317-275-0150 or  
DSN: 510-366-0150
  - **Email:** [DFASINTravelColumbus@dfas.mil](mailto:DFASINTravelColumbus@dfas.mil)
  - **Mailing address:**

DFAS Travel Pay Services  
Attn: Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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# Unfortunately...

- We were unable to determine your type of travel.
- Please contact the unit that cut your orders to determine where to send your Navy Travel Claim.

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## Unfortunately...

- We were unable to determine your type of travel.
- Please contact the command that produced your order to find out where to submit your claim.

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Which branch of the Department of Defense are you traveling to support?

- **Army** (For Army Materiel Command (AMC), click Defense Agency)
- **Navy**
- **Defense Agency** (**Note:** Check your order's accounting classification, if it begins with a “**97**”, click here)
- **Other**

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# Please choose your type of travel

- I'm traveling in support of the Army Active Command
- I'm traveling in support of the Army Reserve Command
- I'm traveling in support of the Army National Guard

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# Are you traveling in support of a Contingency Operation?

This includes traveling in support of Operation Iraqi Freedom, Global War on Terror, Operation Enduring Freedom, Operation Noble Eagle, and/or Overseas Contingency Operation

- Yes
- No

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DoD Civilian□No DTS□TDY□Not KUMISSION□Army□  
Guard□ Contingency□

National  
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# Are you requesting an advance?

- Yes
- No

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Your travel claim type is a....

## Contingency Advance

- Please submit your Contingency Advance to **DFAS-IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0122  
DSN: 510-366-0122
- **Email:** [DFAS-INCTOAdvances@dfas.mil](mailto:DFAS-INCTOAdvances@dfas.mil)
- **Mailing address:**  
DFAS Travel Pay Services  
Attn: Dept 3900  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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Your travel claim type is a....

## **Contingency Travel Claim**

- Please submit your Contingency Claim to **DFAS- IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0332  
DSN: 510-366-0332
- **Email:** [contingency\\_travel@dfas.mil](mailto:contingency_travel@dfas.mil)
- **Mailing Address:** DFAS Travel Pay Services  
Attn: Dept 3900  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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## Unfortunately.

- When your Civilian TDY travel does not pertain to a contingency operation supported by the Army National Guard, DFAS Travel cannot pay your travel claim.
- Please submit your claim through your unit chain of command and it will be submitted to the appropriate USPFO.
- For additional questions, please contact 1-877-ARNGPAY or email [ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL](mailto:ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL)

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# Are you requesting an advance?

- Yes
- No

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Your travel claim type is a...

# **Active Duty Advance**

- Please submit your Active Duty Advance to **DFAS-Rome**  
**Travel Pay: Active Travel.**

- **Fax Number:** 317-275-0330

DSN: 510-336-0330

- **Email:** [DRO-TravelAdvance@dfas.mil](mailto:DRO-TravelAdvance@dfas.mil)

- **Mailing Address:**

DFAS-Rome

ATTN: Travel

325 Brooks Road

Rome, NY 13441

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Your travel claim type is a...

## Active Travel Claim

- Please submit your Active Travel Claim to **DFAS-Rome**  
**Travel Pay: Active Travel.**

- **Fax Number:** 317-275-0329  
DSN: 510-366-0329
- **Email:** [DRO-ArmyTravel@dfas.mil](mailto:DRO-ArmyTravel@dfas.mil)
- **Mailing Address:**

DFAS-Rome  
Attn: Travel  
325 Brooks Road  
Rome, NY 13441

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# Are you requesting an advance?

- Yes
- No

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Your travel claim type is a....

## **Reserve TDY Advance**

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**
- **Fax Number:** 317-275-0336  
DSN: 510-366-0336
- **Email:** [DFAS-INTTravelAdvances@dfas.mil](mailto:DFAS-INTTravelAdvances@dfas.mil)
- **Mailing address:**

DFAS Travel Pay Services  
Attn: Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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Your travel claim type is a...

## Reserve TDY

- Please submit your Reserve TDY travel claim to **DFAS-IN Travel Pay: Reserve Travel.**
- **Fax Number:** 317-275-0334  
DSN: 510-366-0334
- **Email:** [reserve\\_travel@dfas.mil](mailto:reserve_travel@dfas.mil)
- **Mailing Address:**

DFAS Travel Pay Services  
Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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# You are traveling in support of...

- Space and Naval Warfare Systems (SPAWAR)
- Naval Undersea Warfare Center (NUWC-Newport and Keyport)
- Naval Air Systems Command (NAVAIR)
- Naval Sea Systems Command (NAVSEA)
- Naval Air Warfare Center Weapons Division (NAWCWD)-China Lake
- Naval Surface Warfare Center (NSWC)-Crane Division
- Naval Reserve Officers Training Corp (NROTC)
- Other

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Your travel claim type is a...

## **Navy Travel Claim**

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
  - **Fax Number:** 317-275-0150 or  
DSN: 510-366-0150
  - **Email:** [DFASINTravelColumbus@dfas.mil](mailto:DFASINTravelColumbus@dfas.mil)
  - **Mailing address:**  
DFAS Travel Pay Services  
Attn: Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249

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Your travel claim type is a...

## Navy Travel Claim

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
  - **Fax Number:** 317-275-0150 or  
DSN: 510-366-0150
  - **Email:** [DFASINTravelColumbus@dfas.mil](mailto:DFASINTravelColumbus@dfas.mil)
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DFAS Travel Pay Services  
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Your travel claim type is a...

## **Navy Travel Claim**

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.

- **Fax Number:** 317-275-0150 or

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- **Email:** [DFASINTTravelColumbus@dfas.mil](mailto:DFASINTTravelColumbus@dfas.mil)

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Your travel claim type is a...

## **Navy Travel Claim**

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Your travel claim type is a...

## **Navy Travel Claim**

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Your travel claim type is a...

## **Navy Travel Claim**

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Your travel claim type is a...

## **Navy Travel Claim**

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  - **Fax Number:** 317-275-0150 or  
DSN: 510-366-0150
  - **Email:** [DFASINTravelColumbus@dfas.mil](mailto:DFASINTravelColumbus@dfas.mil)
  - **Mailing address:**

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8899 East 56<sup>th</sup> Street  
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# Unfortunately...

- We were unable to determine your type of travel.
- Please consult your chain of command to determine where to send your Navy Travel Claim.

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# Unfortunately...

- We are unable to determine your type of travel.
- Please consult your chain of command and/or contact the command cutting your order to find out where to file your travel claim.

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## **Additional Questions?**

Please contact the appropriate  
Travel Pay Customer Service line for assistance.

<b>DFAS Travel Pay Customer Service</b>	<b>Phone</b>	<b>Email</b>
Civilian PCS	Toll Free:1-800-756-4571, option 3 Com: 216-522-6998 DSN: 580-6998	Col-travel-claims@dfas.mil
All Other DFAS Travel Questions	Toll Free:1-888-332-7366 Com: 317-212-0300 DSN: 699-0300	DFAS-IN.Travel@dfas.mil

